Gainful Employment Disclosure (Temporary Format)
West Hills College Coalinga (OPEID: 001176)

Program Name & Length
6-digit CIP Code for Program (from Dept. of Education)
52.0401

CIP Program Description:
52.0401 Administrative Assistant and Secretarial Science, General. A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Name of Program, if different than the CIP program description:
Office Management and Technologies Secretary/Word Processing

Level for this program:
Certificate of Achievement

Program Length (in months): 27
# of units/credits required for this program: 29

Related Occupations
SOC Code(s): Related Occupation(s)
43-6011 Executive Secretaries & Administrative Assistants
43-6014 Secretaries, Except Legal, Medical, & Executive
39-9011 Child Care Workers

COST:
Total Tuition and Required Fees for the entire program completed in normal time:
$1044

Total estimated costs for books and supplies for the entire program:
$1656 per academic year

Total room and board charges for living on campus:
$7681 per academic year
Debt at Program Completion:

Number of students completing the program between July 1, 2011 and June 30, 2012: 0

Of these students, the number of student completing the program with any student loan debt: NA

The median cumulative debt for all students (both borrowers and non-borrowers) completing the program: NA

Federal student loan debt: NA

Private loan debt: NA

Institutional financing plan debt: NA

Program Completion in Normal Time:

The normal time in months to complete program as published in the college catalog: 27

Of the total number of students completing the program between July 1, 2011 and June 30, 2012, the number of students completing the program within the normal time reported above: NA

Job Placement:
The job placement rate for program completers: N/A for Community Colleges of California